

**LANCING PARISH COUNCIL**  
**Assistant Clerk to the Council**

**37 hours per week, including attendance at evening meetings,  
for a period of 10 months to cover maternity leave**

**Salary SCP 21 (£20,541)**  
**Working from Lancing Parish Hall**

Lancing Parish Council is looking to appoint a full time Assistant Clerk to the Council to cover maternity leave for a period of at least 10 months, with the drive, determination and organisational skills to manage a varied workload. Flexible/part-time hours will be considered for the right candidate.

In addition to managing elements of the day-to-day work of the Parish Council, the post holder will work closely with the Clerk and Councillors to plan and implement the aims and objectives of the Council. They should be able to work as part of a small team, yet also be confident working on their own initiative.

The ideal applicant will ideally have previous local council experience along with financial and administrative knowledge, the ability to deliver projects on time and within budget and be able to demonstrate enthusiasm for working with residents and local organisations.

REPORTING TO: Parish Clerk/Responsible Financial Officer  
PENSION: Local Government Pension Scheme.

For an application pack including a Person Specification, Job Description & Application Form to apply, please contact the Council using the details below.

Please note that CVs will not be accepted, applicants must complete and return an application form to apply.

**Closing date for all applications:** 26 October 2018  
**Interviews expected to take place:** week commencing 5 November 2018  
**Anticipated start date:** 10 December 2018

If you would like an informal chat about the role please call the Parish Clerk, Helen Plant.

Lancing Parish Hall  
96-98 South Street, Lancing  
West Sussex, BN15 8AJ



[www.lancingparishcouncil.gov.uk](http://www.lancingparishcouncil.gov.uk)  
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